

CHILDREN AND FAMILIES COMMISSION MEETING

Thursday, April 6, 2000

MINUTES

Members Present: Patsy Jimenez, Melanie Goddard, Barbara Malone, Betsy Elam ,Cheryl Smith, Jan Irvin

Members Absent: Jim Chapman, David Jones, One Vacancy – Replacement Being Recruited

Staff to the Board: Laura Roberts

Visitors Present: Michael Wofford, Derac Krumm, Jerry Abts, Jane Low, Larry Bradshaw, Virginia Wilson, Holly Blanton-Olsen, Tom Keeffer, and Laura Roberts

1. **Call to Order:** The meeting was called to order by interim President, Cheryl Smith at 1:30 p.m. in the Public Health Classroom at 555 Hospital Lane, Susanville, CA.
2. **Approval of Minutes:** Patsy Jimenez moved that the minutes of the prior meeting be approved as submitted. Melanie Goddard seconded the motion, and the Commission unanimously approved the minutes.
3. **Membership:** All present introduced themselves and stated whether they were members or visitors. Tom Keeffer reported that the resignation of Commission Member Gena Boyd was accepted by the Board of Supervisors and the County Clerk was directed to advertise the vacancy and accept applications. Betsy Elam was introduced to the Commission and is the new member selected by the Board of Supervisors to fill the vacancy created by the resignation of Yolanda Conhouer. It was decided to discuss and select a Commission Chairperson at the next meeting.
4. **Appointment of Executive Committee:** In order to expedite matters between meetings, the need for a three member Executive Committee was expressed. It was stated that an Executive Committee usually consists of the President, Vice President and Secretary. The topic was discussed and modified to include special notice of Executive Committee Meetings to the Fiscal Agent at Health and Human Services. Bobby Malone made a motion that an executive committee be formed, Jan Irvin seconded the motion, and the Commission voted unanimously to form the three person committee consisting of President, Vice President and Secretary. The initial Executive Committee will be Cheryl Smith, since the President position is vacant right now, Patsy Jimenez volunteered, and Bobby Malone volunteered until we can talk with Dave Jones to see if he will serve on the Executive Committee.

5. **Funding Update:** Jerry Abts reported that the balance of the Prop 10 funds on deposit in an interest bearing account for Lassen County is \$430,309.00.
6. **Executive Director Appointment and Contract Signing:** The contract for an Executive Director that was presented to the Commission at the March 2, 2000 meeting at which there was no quorum, was reintroduced. Patsy Jimenez moved that the contract be approved and signed, Bobby Malone seconded the motion, and the Commission voted unanimously to approved the terms of the contract and authorize the President to sign the document.
7. **Strategic Plan Contract:** The strategic plan contract that had been approved by the Board of Supervisors several months ago with Diversified Management needed to be signed by the Commission. It was moved by Jan Irvin, seconded by Patsy Jimenez that the contract be signed as it was presented to the Commission for the March 2, 2000 meeting for which there was no quorum. The Commission unanimously voted to approve the terms of the contract and authorize the President to sign the document.
8. **Strategic Plan Development Update:** Laura Roberts reported that the development of the Strategic Plan is nearing completion of the needs assessment phase. To date 175 surveys from parents and providers have been received and 75% of the information contained in this has been entered into a database. In a few more days, the analysis of the information will begin and additional information from existing needs assessment conducted for the Lassen Child Care Council, and the Maternal, Child and Adolescent Health (MCAH) Program would be utilized to complete the needs profile of Lassen County children birth to age five and their families. It was also stated the priorities in the Child Care and MCAH plans were being regrouped according to the three focus areas of Prop 10. Demographic profiles for the key geographic areas of Lassen County, Bieber/Nubieber, Westwood, Herlong/Doyle, Susanville/Leavitt Lake/Janesville, have been prepared. A matrix of services/assets in each geographic area is complete. The matrix shows areas/gaps in services. Laura reported that there is a need for several meetings during the month of May to finalize the strategic plan and present it for public hearings throughout Lassen County. Final revisions are to occur in early June and the completed plan submitted prior to July 1, 2000.
9. **Other Business:** Laura Roberts indicated that a media campaign based upon the Commission's responsibilities and priorities needed to begin being developed in July 2000. A part of the media campaign needed to be the development of a web site. After the work plans are approved Requests for Proposals (RFP) would need to be developed and advertised. The Commission would need to review the applications and select candidates to implement portions of the work plans. Hiring, contracting, developing evaluation strategies, and reporting processes, will all be a part of the scope of work furnished by Diversified Management under the supervision and direction of the Commission.

Patsy Jimenez reported on the integration of information about brain development is being incorporated into public health strategies. Betsy Elam added that this topic is also being integrated into their child care curriculum.

Tom Keeffer asked about the Welcome Baby Kits from the State Children and Families Commission. Patsy Jimenez stated that the kits will provide video information, as well as information on discipline skills, and parenting. These kits will be made available to every pregnant person in Lassen County. She stated that local information can be added to the basic kit.

Virginia Wilson of the Susanville District Library reported on a new literacy program that they are starting which is focused on children 0-5 of age. The program teaches adults to read to children and the importance of doing so.

Larry Bradshaw of Westwood presented his concern that the Commission be sure to include outlying areas such as Westwood in their assessments of need. He stated that some of the areas of need that were developed at a recent community meeting in Westwood were: a mentor program, breakfast for kids program, Boys and Girls Club, a tutoring program, Immunization programs, more child care in odd hours, and a literacy program in Westwood.

It was discussed that information about the Commission should be integrated into other agencies for presentation at the Children's Fair and the Health Fair. Laura was directed to prepare a sample brochure for consideration at the next meeting.

Information was presented on the California Safe from the Start symposium on children exposed to violence to be held on May 17, 2000 in Los Angeles. Additional information on cottage industries that are developing programs and services to offer to Commissions was presented; "WestEd a business improving education through research, development, and service"; and, a brochure on "Family Support for Everyone: a Proposition 10 Opportunity", was presented.

9. **Next Meeting Date, Time, and Tentative Agenda:** The next meeting of the Commission is scheduled to be held on May 4th, 2000 at 1:30 p.m. in the Public Health Classroom, 555 Hospital Lane, Susanville, CA. Some items for the next agenda include selecting a chairperson, web site development, strategic plan update, and Executive Director's Report.
10. **Adjournment:** The meeting was adjourned at 2:30 by Interim Chairperson, Cheryl Smith.

Respectfully Submitted,

Laura J. Roberts, Director